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MUSICK'S MANUAL
OF
ECLECTIC SHORTHAND



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E. D. COKER
LAWYER
DALLAS TEXAS

SHORTHAND COMPANION

—FOR THE USE OF—

Business Colleges, Public Schools,
Teachers and Private
Students.

A COMELETE SELF INSTRUCTOR

—CONTAINING—

All the Principles of Eclectic Shorthand Pres-
ented in the shortest and most
Natural Way.

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1894.

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PREFACE.

The object of this book is to present Eclectic Shorthand in a clear condensed manner, according to the methods used by the author in presenting it in the Shorthand Department of his school and to induce students to write their notes as short as possible.

Some rules and principles are introduced not found in any other text-book. Every principle in the system is clearly illustrated and all words and phrases written as short as they can be, from the very beginning, so that there is nothing to be learned over again, in order to make the students' notes adequate, as is necessary in many other systems and text-books.

For convenience in referring to any principle or point desired, the matter is condensed and all superfluous matter omitted. Often books are made large by adding superfluous matter in order to sell them for a larger price, but practical convenience is the end desired in this case and we believe the matter is so simple and the arrangement and development so natural that the average public school student will have no difficulty in thoroughly mastering the art.

W. L. MUSICK,
Author and Publisher.

SPRINGFIELD, Mo.

Alphabet

a b c d e f g h i j
k l m n o p q r s
t u v w x y z

JOININGS.— br \ br \ kr \ dr
rd \ bl \ wl \ ml \ bn \

VOWEL POSITIONS

ba be bi bo bu sell bell
a e i oi oy
o ou ow u

Note.— Consonants are written on vowel positions. The vowel follows first consonant in spelling words.

DIGRAPHS.— ch o sh s who th

PRACTICAL RULES.

1. — "R" is expressed by a small circle or by a shade on any stroke.

rose pair care pure rake

Write circles and loops on inside of curves and upper side of straight lines. call lake mail loads sale bill more rum

Exception.— $\overline{H}^2$ is joined with an angle at the beginning or end.

ham hose habit hack

2.— A tick down at the end is "TörÖ"
mate made bat bad sad

Same may be lengthened to add "TörÖ"

matted bedded fitted battled

Same may be shaded to add "R".

matter mattered batter battered

3.— A tick up at the end is "S"

face pass moss case

Same may be lengthened for "ss"

making ses, ces, sez, etc.

faces passes cases mosses

An upward & downward tick is "stör'sd"

stem mast stuff fast

A downward and upward tick is "tör'sd"

bate beds debts mate

4.— A downward "L" is "tl'or'dl"

metal medal bridle cattle

An upward £ at the end is "i" or "gl"
muscle, puzzle, fossil, nozzle,

5.— "T" and "Th" are the same and are distinguished by the meaning.

this — thus — these — through —

Prefix wh & ch & and sh &

when & shine & cheap &

At the end sh and ch are the same

mask — much — cash — catch

6.— Short letters are shortened
for "T" or "D"

bat — bad — date — that — did —

Same made very short add "m" or "n"

name — band — bent — been — dan

7.— Long letters und "P," "G," and "L" are lengthened to add "m" or "n"

same — want — grain — puny — melon —

Same made still longer add "mm," "nn," "nn," etc.

summon — seaman — gammon

8. Surface letters are enlarged for T, D, Th
great & laid & paid & what & shot,
made still larger for tt, td, tth, dth.
hated & chatteth & greeted &

Same minuted, made small, adds "L".
please & glow, glad & while's shall

9. — A backward, upward curve at the
end is: shun, shus, or skull, for
tion, sion, tious, cious, tial, cial, etc.
mention → cautious & partial &

Same lengthened adds "T, or D".

mentioned → patient & pensioned &

Same minuted for "L" or "Ly".

partially & cautiously &

"L" added to this curve is "shunal"

national & portional & rational &

10. — A dot at the end is ng, ing

inger, ingly, ingness, inging

knowing, being, naming, doing.

meaningly, — willingness, singing.

A tick instead of a dot denotes
plural feelings & writings,
a break in a movement is "ing"
Washington & Wellington &
A dot midway is "ment"

statement & payment Agreement &
Large circle on "i" is "ship." shipping
shipment. shipper.

Any character except the circle is re-
traced for "For V" safe have wave
shade retrace for "R" waves & never
Lengthened adds "For D" covered
saved & wavered

An irregular R is "re" at beginning
recourse, repair & rebate

An irregular "R" at the end is "Pr, Br"
vapor numbers fiber & toper

An irregular "L" at beginning is
"Ls" for dis or des. discount
dismay & display & discover
Short "B" is "bl" bless & table & bliss

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13. — An irregular "L" at the end is "St, Sd"
cast & massed & best & trust & dust.

Same minuted is "Ts, or Os."

weights & words & votes & sounds

The irregular "L" on respective positions is

sad & side & sat & sowed & suit

The minute "L" is

days & does & dues & lies

14. — A slight tick at the beginning
denotes that the word begins with
the vowel on which tick is placed.

able & egg & again & each & aghast &

Same shaded for "R."

ark & arm & argue & artless

For convenience "P" is used for "B" and
may be minuted for "L"

public & problem & thimble & possible

Backward "P" is pp. Backward "B" is gg.

pipe & paper & people & public & prop

gauge & grudge & goggle & gurgle

Deepened "D" is "Dw."

dwell & dwaddle & dwelling

Deepened "T" is "Tw."

tweed ~ twist ~ twill ~

Deepened "S" is "Sw."

sweet ~ switch ~ swing ~ sworn

15.— Initial Hooks.

All hooks are surface letters and are enlarged for "T," "D," or "Th" and minuted for "L".

An upper hook open to the right at the beginning is "Sp".

span & spend & speed & speak

Upper hook open to the left at the beginning is "sc, sk, sq".

scan² skun² squeak &

Same minuted is "ms"

Master[?] misprove[✓] misplace[✓]

An under hook open to right is "cl"

claim & close & clock & clip &

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16. — Final Hooks.

An Under-hook open to right at the end is "ns" or "ms".

since — daunts — winds — pencil?
Same turned above or repeated denotes plural. dances — fences — census — prances — sentences

Under-hook open to left is "k" or "ik".
 beg — back — back — basket —

Upper-hook open to left is "P".
 deep — map — sample — buckle

Natural Contractions.

spess for Express — spens for expence &
 spect for expect — spend of expend —
 strene for extreme — sport for export —
 sklam for exclaim — spel for expel —
 splan for explain — spore for expose —

17. — A dot at the beginning is
 com or con concern. — compel. —
 Command. — Condence. — Conceal. —

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u tick instead of a dot is "contr",
contro, or counter.

contrary, controvert, countermand

A break denotes "con, or com" at the
beginning; — confident — complaint
consequent — congenial —

A minute "L" at beginning is "fl"
flame — fled — floor, flake
Minute "L" at the end is "fl, lg, fly."

ranful — manly — manfully —

Any letter may be struck down
to add a following "S"

was) vice / he was, there is, p
18. — A minute "Z" is "ss" for ces, ses,
etc. passes / prices / size — sows
sister —

An inverted "L" in "all" on position is
all a / all the / all I / all you know
Tick / s / above last stroke is satisfy,
satisfactory, &c. Will be satisfied /
was satisfactory }

E. O. BAKER
LAWYER

Tick "st" below the last stroke is
 "instruct-ed-ives-ing-ion-or", and
 struct-ed-ives-ing-ion-or"

be instructed & destructive &

The upper hook for "P" and underhook
 for "B, K, Sk" are lengthened for "m, n"

begin & to explain, to expend,

"M" written above at the begin-
 ning, is "magna, magni, magnif

magnificence & magnifier &

magnitude, magna charta &

Tick made up at the beginning

is "Sl" slain slum slug

19— Consonant Positions.

In writing words beginning
 with vowels, the vowel is
 written on the consonant position.

When we write consonants, the
 positions represent vowels; and
 when we write vowels the
 positions represent consonants.

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A position is *Ö*, *B*, or *Ch* position
E " " *S* or *L* "
I " " *M*, *N*, or *B* "
O " " *F*, *V*, or *T*, *D*, *Th* "
U " " *G*, *K*, *Sk*, or *Sh* "

When writing vowels at the
 beginning of words.

A written on *Ö* is a pe /

a " " *S* " as /

i " " *N* " in /

o " " *F* " of /

Vowels are made up on *L*, *R*, *T*, *D*,
 and *Th* " all are / at, it,

or, our, old / order, other /

Made down on all others /

up / us / is / and / in / on /

of / if / an / over / after /

Vowels are shaded at the top for *H* /

has / his / him / home /

have / hand / hope /

The above small words must
 be thoroughly learned and writ-
 ten exactly right to insure good reading

20.—"R" is ¹²minuted to add a
 following "L" rely relate &
 relieve release reload

21.— Characters struck
 through beginning for prefixes.
 "T" struck through is "trans" transmit,
 "A" . . . "author, authorised &
 "I" . . . "incom, incon, in-
 cor, incorrigible & incompetent &
 "D" struck through is "discom, discon,
 discommode, discontinued &
 "M" struck through is "miscom, mis-
 con," misconceive &
 "U" struck through is "uncom,
 uncon," unconcern &
 "R" struck through is "recom, recon,
 recog" recommend, recognize &
 "S" struck through is "self,"
 selfmade & selfdenying &
 "I" detached is indi, inde, indu, indo
 indisputable, indescribable 12

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"U" detached is ¹³unde, undi, unds
undecieved & undiscovered,

"U" written above at the beginning
is "unex", unexpired & unexpected,

Same written below is "unen",
unenin, unimn, unininvited,
unimproved, & unendurable

22.— Characters struck
through the end for different
terminations.

Tick "T" through the end is "ty, dy"
duty & mighty & property &

Tick "S" through the end is
"sy, zy, sily". busy & fancy &
busily & tansy &

St through the end is "sty".
shaded is "stry". musty &
ministry & mastery &

"A" through the end is "age",
aged, aging, ager, ageness.
manager & encouraging &

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"B" through the end is "bility"
probability, inability & debility &
"G" through the end is "gram", graph,
graphic, -er-ical-ically
telegraph & phonograph &
geographically & telegram &
"L" through the end is logue
catalogue & decalogue &
"O" through the end is "ology",
ological-ly, "osophy-ical-ically
philosophy & geology & theology &
philosophically &
"V" through the end (made up)
is sive, sivity, sively, siveness
abusive & passiveness &
Made down is tive, tivity,
tively, tiveness.
positively & nativity &
"Th" through the end is "thy, thize",
thetic-ally sympathy &
sympathize & sympathetically &

23. ¹⁵
A shaded tick at the end of
a character is bleness, fidness,
flunis; feebleness,
sinfulness, truthfulness,
thoughtfulness, influence,
confluence, affluence,
carefulness.

A minute Z for ss
detached is lessly, lessness,
ousness, somely, someness.

carelessness, carelessly,
billiousness, handsomely,
gladsomeness, hopelessness,
thoughtlessness, fearlessly.

Short "n" at the end or
detached at the end is
ent, ently, ence, ency.

evidently, silently, silence,
persistently, efficiency.

"sh" at the end is ish, ishly, ishness.
selfish & selfishness & foolishness.

²⁴/₁₆ Any letter may be detached to
express the termination of
a word beginning with it.
"A" is detached for "ate, ated,
ation", or act-ed-ion"

transaction & duration

"E" is detached for ect-ed-ion
collection, correction, directed &

"I" is detached for ict-ed-ion
prediction, derelict &

"U" is detached for uct-ed-ion
deducted, production,

Consonants.

"B" is detached for "bate-ed-ion,
"bation, bition, bution".

prohibition, probated,

"C" is detached for "cate-ed-ion,
cution." prosecuted, indicate,

"D" is detached for "date-ed-ion,
"dation, dution" sedate &

addition,

Frequent words which should be learned so that they can be written without hesitation. You must know them like you know figures.

for	from	before	that	to
was	while	they	them	had
can	get	over	when	know
did	don't	never	not	paid

Words Made Downward

a	an	and	as	has
have	after	is	his	into
I	in	him	if	on
of	hope	one	us	up
upon	under	but	you	your

Words Made Upward

all	are	at	add	it
or	our	out	oath	old

Vowels are made up on "L,R,T,D,TH" and down on all other consonant positions.

Special List of Frequent Word Signs

the	with	would	could	give
each	which	any	gave	given
ever	very	every	everything	
gentlemen	question	business		

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Phrases at the beginning of letters.

Yours of the 15th, 15 In reply,

Your favor of the 20th, 20

Your letter of the 11th 11

We are in receipt of 15

We have your favor of the 18th 18

I am in receipt of 15

In receipt of 15

We have your esteemed 25
favor of the 25th

We have your order 10

Phrases at the end of letters.

This will be satisfactory 15

It will be satisfactory 15

Hoping this will be satisfactory 15

We are 9 I am 10 Yours truly 10

Yours sincerely, 10

Yours respectfully 10

We may be favored

Very respectfully, 10

The above phrases must be practiced until they can be written without any hesitation.

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Special List of Frequent Phrases

at hand	and noted	we have
we will	we can	we can not
we sent	we have no	we are, were
we are not	and are	has not
has been	are selling	you have
you will	may be	can be
he will	more than	I have,
this is	this was	there is
there was	this will	it is
it was	it were	it will
if you	we may	do not

was not	was sent	
we can sell	we can send	
we can make you	we will sell	
we will say	we have not	
we have nothing	we have sent	
we have been	we remain	
as soon as	as well as	
as such	as much	
as much as	as good as	
any other	than any other	
you are, were	they are, were	

they will, all	I have been
I have sold	this will be
there was no	it was the
and are not	and we will
and will	and we will sell
if you are, were	if you can
if you can not	if you could
if you are not	if you were not
if you can get	if you do
if you do not	if you have
if you will	they are not
let us hear	let us know
there are no	we may be able
which is the	which was the
it will do	but can get
we would	we do not
should be	should be able
we would like	be able
think this	accept our thanks
on track here	he would see
we have sold	together with

The foregoing phrases should be frequently practiced so as to be written without hesitation.

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General List of Word Signs

accident	anything \
accidental-ly	any one \
action ✓	aqueduct ✓
acknowledge-d ✓ knowledge	be able ✓
acquaint-ed-ance	backward
advantage	be satisfied ✓
advantages-ous	be instructed-ive ✓
advise-ce /	become
advertise-d ✓	beyond
advertising ✓	believe .
advertisement ✓	belief
afterward-s ✓	benévolent-ce
afford ✓	benéficient ✓
agent ✓	benefit ✓
already ✓	beneficiary ✓
almost ✓	business \
although	can be
altogether ✓	could be ✓
alone ✓	charge-d ✓
also ✓	change-d ✓
as much 6	certify ✓
as such 6	church ✓
as much as 6	character ✓
another ✓	characters-ize ✓

correspond

correspondence

classes

Christ

Christ Jesus

Christian

Christmas

Christianity

Christianize

catholic

defendant

defendants

different-ce

difficult-y

deliver-y-ed

disadvantage

dissatisfaction

downward

describe

description

domestic

dominion

exchange

equally

evil

evident-ce

establish-ed

establishment

every other

everlasting-ly

et caetera (etc.)

every one

everybody

everywhere

govern

governor

government

glad

good character

good correspondent

good work

give as much as

gentlman ov th jury

happy

happen

help

highly

wholly

hilly

handwriting

hardware

honestly

hopeful

how would

interest _c	little _v
instant _c	lightly _v
I am satisfied _j	lately _v
is instructed _i	lordly _v
inroad _j	manufactur-ed
inward _j	manufacturing _i
intelligent-ce _l	manufacturer _v
intelligible _h	manufactory _v
independent-ce _l	necessary _v
insignificant-ce _l	necessity _v
impracticable _j	neglect-ed _v
important-ce _h	negligent-ce _v
improve-d _h	nevertheless _v
improvement _h	notwithstanding _{is}
just judge _j	next time _v
judgment _j	not much _v
Jesus Christ _j	no such thing _v
jury _j	'opportunity _h
kingdom _j	object-ed-ive _v
length-y _v	objection _v
ladies and gentlemen _v	onward _j
laughter _v	outward _v
language _v	on said _j
Lord Jesus Christ _j	practice-d _v
loves us _j	practical-ly _v

practicable-y	signify
plaintiff	significant
political	supply c
perpendicular-ly	some one
particular-ly	something
peculiar	suggest
peculiarity	somewhat
questionable	thousand
quickly	toward
quantity	take-en, time
quality	testimony
railway	United States
remarkable-y	unquestionable
represent	unscriptural
representation	unusual-ly
representative	upon us
reflection	upon his
reliable	under
reliance	upward
remember	unselfish-ly
subject-ed	unpracticed
subjective	whatever
subjection	wherewith
subsequent-ly	whatsoever
signature	whichever

whoever	25	yes
whosoever		years
withdraw		yes sir
with him		beyond, you may
within		you may be
with me		yonder
with my		young man
without		young woman
work		yesterday

The above are not all true word signs but are regular outlines.

Letters Detached for Termination of Words

F	detached	is	(fession)
G	"	"	{gate, gated, gation)
J	"	"	{ject-ed-ion)
L	"	"	{late-ed-ion, lition, lution)
M	"	"	{mate-ed-ion, mission, motion)
N	"	"	{nate-ed-ion, nition, nution)
P	"	"	{pate-ed-ion, etc.)
Q	"	"	{quate-ed-ion, etc.)
R	"	"	{rate-ed-ion, etc.)
S	"	"	{sate-ed-ion, etc.)
T	"	"	{tate-ed-ion, etc.)
V	"	"	{vate-ed-ion, etc.)
W	"	"	{wate-ed-ion, etc.)
Th	"	"	{thy, thize, thet-ic-al-ally)

The above letters are detached for the termination of words on the principle taught under rule 24 page 16

I	detached	is	(ition)
Br	"	"	{brate-ed-ion)
Tr	"	"	{trate-ed-ion)
Pr	"	"	{prate-ed-ion)
Gr	"	"	{grate-ed-ion, gression, etc.)

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Phrase Signs

one by one //	over and over //
day by day =	ever and ever ~
day to day ~	forever and ever ~
day after day ~	by and by //
better and better /	time to time =
again and again U	more and more ~
all in all ^	side by side ~
less and less ~	farther and farther ~

Familiar words like for, from, before, that, to, when, but, had, what, etc., etc. can be written on positions to represent words following them, as;

for	written on	"a"	is	"for a or an"
for	"	"e"	"	for the
for	"	"u"	"	for you
from	"	"e"	"	from the
from	"	"u"	"	from you
when	"	"a"	"	when a or an
when	"	"i"	"	when I
when	"	"u"	"	when you

and so on, thus;

for a or an ^	from a or an ^
for the ^	from the ^
for you ^	from you ^
before the ^	before you ^
had the O	had to O
when to ^	to the ^
to a or an ^	to you ^

Any of the common words may be used as phrase words, and when written on "A" are followed by "a or an". When written on "E" are followed by "the". When written on "I" are followed by "I". When written on "O" are followed by "to". When written on "U" are followed by "you".

The following are written on the same principle. (Bear in mind that the short letters are shortened for "M or N" long " " lengthened " " " "

Short "I" on A is "in a" or "in an" /

" " " E " "in the" /

" "A" " U " "and you" /

" " " I " "and I" /

" " " E " "and the" /

"F" written on "A" is "if a" or "if an" /

" " " "E" " "if the" /

" " " "I" " "if I" /

"O" up on "A" is "of a" or "of an" /

" " " "E" " "of the" /

" " " "U" " "of you" /

"O" down on "A" is "on a" or "on an" /

" " " "E" " "on the" /

" " " "U" " "on you" /

"Z" on "A" is "as a" or "as an" /

" " "E" " "as the" /

" " "I" " "as I" /

" " "O" " "as to" /

" " "U" " "as you" /

"Is" on "A" is "is a" or "is an" /

"Was" " " " "was a" or "was an" /

"Ts" " "E" " "it is the" /

"A" up on "E" is "at the" /

in the place	of the money
in a manner	of a good man
in a body	on the first
in the city	of the month
in the meantime	on the morning of
in the course	on the knowledge of
in a few days	on the part
in the future	of the defendant
in the state of	of the plaintiff
and I know	on the contrary
and I think	on the subject
and I am sure	of the subject
and you can	on the face of
and you know	of such
and the more	if I can
and the fact	if you wish
as you know	if you should
as you wish	all I know
as you should	all you can
when you can	but you can get
when you will	but I can not
when I go	before I can
it is very	it is the very thing
it is a very	in the same manner

Many other phrases may be made on the same principle.

BUSINESS GRAMMAR

—AND—

PUNCTUATION

Designed Especially for Commercial and Short-
hand Departments.

—BY—

W L. MUSICK,
AUTHOR AND PROPRIETOR,
SPRINGFIELD, MO.

1894.

PREFACE.

This book is not intended to be an exhaustive work on the subject, but as a course of instruction in grammar and punctuation that will render the pupil's knowledge of the English Language thorough and practical. It is designed to be used with any reference books on the subject and, thereby, may be made as extensive as desired. It is well adapted for use in any school in which grammar is taught, leaving the instructor to bring in that which will be most needed for his particular class and that which will best conform to his individual ideas. In teaching grammar, we recognize the necessity of closely studying each student as an individual, learning well his particular deficiency and bringing in whatever is needed or his particular case, therefore, in this course of instruction the student or instructor is left to dwell and enlarge upon whatever may be most necessary, and to whatever extent may be desired.

SPRINGFIELD, MO., 1894.

Parts of Speech.

There are nine classes of words, or parts of speech, in the English Language: *Nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions, participles, and interjections.*

A NOUN is the name of any person, place, or thing. Illustrate.

NOUNS are of two kinds: PROPER and COMMON. Illustrate.

A PRONOUN is used for or instead of a noun. Illustrate.

ADJECTIVES modify nouns and pronouns; as, *good men, that house.* Illustrate.

ADVERBS modify verbs, adjectives, or other adverbs. Illustrate.

A VERB expresses the action being or state of the subject. Illustrate.

A PREPOSITION is used to show the relation between a noun or pronoun and some other word. Illustrate.

A CONJUNCTION is used to connect words, or phrases, and clauses of the same rank. Illustrate.

A PARTICIPLE has the nature of a verb but used as some other part of speech. Illustrate.

The Sentence.

A SENTENCE is a thought expressed in words. Illustrate.

A SIMPLE sentence is a single sentence; as, *Stars shine. Who comes here? Move slowly.*

A COMPLEX sentence consists of a principal sentence, some part of which is modified by a subordinate sen-

tence; as, Leaves fall when Autumn comes. He who is diligent will win the race.

A COMPOUND sentence consists of two or more sentences joined by a co-ordinate conjunction; as, Summer comes and fruit ripens. Talent is power but tact is skill.

Principal Elements.

The PRINCIPAL ELEMENTS of a sentence are the subject and predicate. Illustrate.

The SUBJECT may be a *word, phrase, or sentence*; as *Winter* is coming. *To cheat* is wrong. *How the accident occurred* is not known. *Pay as you go* is a good rule.

The PREDICATE consists of a *verb* with or without modifiers; as *Rain falls*. *He studies to learn*.

The SUBJECT is simple when only one thing is spoken of; as, *Water moves*.

The SUBJECT is compound when two or more things are spoken of; as *Kansas and Missouri* are states.

The PREDICATE is simple when but one thing is affirmed of the subject; as, *Men die*. *God is love*.

The predicate is compound when two or more things are affirmed of the subject; as, *Animals eat and sleep*.

NOTE.—Write and examine many sentences to fully and thoroughly illustrate the above definitions.

Modifying Elements.

The MODIFYING ELEMENTS are *adjective* and *adverbial*.

These elements may be *words, phrases, or sentences*.

Whatever modifies a noun or pronoun is an **ADJECTIVE** element; as *The diligent scholar improves. A flock of birds was in sight. The house which stood on the corner burned down.*

Whatever modifies a *verb, adjective, or adverb* is an **ADVERBIAL** element; as, *The horse was sold yesterday. The house was sold to pay a debt. He studies that he may learn.*

CONNECTING elements are *conjunctions, prepositions, some adverbs, and the relative pronouns.*

INDEPENDENT elements are those that are independent of the sentence.

Whatever is the object of a verb or preposition is an **objective element.**

An objective element may be a word phrase or sentence; as, *The soil produces corn. He knows that you are diligent. I did not hear of it in time.*

The **Copula** connects the subject and its attribute, and is the verb *be* with its different forms; *am, is, was, were, are, etc., as, The world is beautiful. He is my friend. He was rich.*

NOTE.—Select additional sentences for further illustration and practice if desired.

Modifications of Nouns and Pronouns.

NOUNS and **PRONOUNS** have **Number, Person, Gender, and Case.**

SINGULAR number denotes **one thing.** Illustrate.

PLURAL number denotes **more than one thing.** Illustrate.

NOTE.—Study the formation of plurals by the use of various reference books.

PERSON, in grammar, denotes the *speaker*, the *person* or *thing* spoken to, or the *person* or *thing* spoken of, and is designated as *first*, *second*, or *third* person. Illustrate.

Gender, in grammar, denotes sex. The *Masculine* is distinguished from the feminine in three ways:

1. By a difference in the ending of words; as, count, countess; executor, executrix.

2. By using different words; as, son, daughter. *Ess* is the most common ending for feminine nouns.

3. By prefixing a distinguishing word; as, *man*-servant, *maid*-servant.

DEFINITIONS.—MASCULINE gender denotes males. FEMININE gender denotes females. NEUTER gender denotes neither male nor female. COMMON gender denotes either sex.

NOTE.—Illustrate by the use of different words and sentences.

CASE denotes the condition or office of a noun or pronoun in a sentence.

The NOMINATIVE case denotes the subject or attribute. Illustrate.

The POSSESSIVE case denotes possession. Illustrate.

The OBJECTIVE case denotes the object in the sentence or principal word in a prepositional phrase. Illustrate.

The POSSESSIVE SINGULAR is formed by adding an apostrophe and *s* to the *nominative*; as, John's.

When the plural ends in *s*, use the apostrophe only.

Pronouns.

A PRONOUN is a word used for or instead of a noun, to prevent the awkward repetition of nouns in the same connection.

PRONOUNS are divided unto *personal, relative, interrogative, and adjective.*

The noun, pronoun, phrase, or clause for which the pronoun stands is called its ANTECEDENT.

PERSONAL PRONOUNS are distinguished by their form as first, second, or third person, and are simple and compound.

The SIMPLE personal pronouns are *I, thou, you, he she, and it*, with their plurals *we, you, and they*.

The COMPOUND personal pronouns are *myself, thyself, himself, herself, and itself*, with their plurals *ourselves, yourselves, and themselves*.

The following are the different forms in the different cases :

nom.—I	we	you
poss.—my or mine	our or ours	your or yours
obj.—me	us	you
nom.—he	she	they
poss.—his	her or hers	their or theirs
obj.—him	her	them

Personal pronouns agree with their antecedent in person, number, and gender; as, All that a man hath, will he give for his life. A tree is known by its fruit.

A RELATIVE PRONOUN relates to its antecedent in such a way as to connect a sentence to it; as, The carriage *which* brought us has returned. The horse *which* you sold me is lame. A man who is industrious will prosper.

The SIMPLE RELATIVES are *who, which, what, and that*. *Who* is used to represent persons; *which* and *what*, to represent things; *that*, to represent both persons and things; and *as*, to take the place of *who* after *such, many, and same*.

1. Those who sow will reap. 2. I send you the money which I have. 3. They that forsake the law praise the wicked. 4. This is the dog that worried the cat that killed the rat.

COMPOUND RELATIVES are formed by adding *ever*, *so*, and *soever* to the simple relatives; as, Whatsoever ye shall ask in my name that will I do.

NOTE.—What, when a relative, can be changed to *that which*; as, Tell me what [that which] you know.

Many sentences may be selected for practice and thus as many lessons given on this subject as may seem necessary.

The INTERROGATIVE PRONOUNS are *who*, *which*, and *what*, when used in asking questions; as, *Who* comes here? *Which* is your book? *What* did Wellington accomplish?

AN ADJECTIVE PRONOUN fills the office of an adjective and a noun; as, *Those* who sow will reap. Give to *each* his share.

The adjective pronouns are *all*, *both*, *each*, *either*, *neither*, *many*, *much*, *none*, *etc.*

The Verb.

A VERB is a word that expresses the *action*, *being*, or *state* of the subject.

A REGULAR verb forms its past tense, indicative mode, and perfect participle by adding *ed* to the present; as, present, *act*; perfect, *acted*; past participle, *acted*.

AN IRREGULAR verb forms its past indicative, and perfect participle by changing the word to denote the tense; as, present, *go*; past, *went*; perfect participle, *gone*.

TENSE means the time of the action or the being.

The PRESENT tense denotes the action as present.

The PAST tense denotes past time.

The FUTURE tense denotes future time.

The PRESENT PERFECT tense denotes the action completed at the present time.

The PAST PERFECT denotes the action completed at some past time.

The FUTURE PERFECT denotes the action completed at some future time.

A TRANSITIVE verb requires an object to complete its meaning; as, The hunter killed a *bear*. The scholar learned his lesson.

AN INTRANSITIVE verb does not require an object to complete its meaning; as, Flowers bloom. The wind blows furiously.

There are three participles; the PRESENT, PAST, and PERFECT; as, PRESENT, *riding*; PAST, *ridden*; PERFECT, *having ridden*; *moving*, *moved*, *having moved*.

The participle is sometimes used as a noun or an adjective, and is then called a VERBAL NOUN or a VERBAL ADJECTIVE.

MODE denotes the manner of action or being.

The INDICATIVE mode asserts a fact. Illustrate.

The POTENTIAL mode asserts the power, duty, obligation, etc. Illustrate.

The IMPERATIVE mode commands, exhorts, entreats, etc. Illustrate.

The INFINITIVE mode expresses action or being without limit. Illustrate.

AUXILIARY verbs help to form the different modes and tenses. They are *do*, *be*, *have*, *shall*, *will*, *may*, *can*, *must*, *might*, *could*, *would*, and *should*.

SIGNS OF THE TENSES.

Indicative mode—

PRESENT and PAST, no sign.

PRESENT PERFECT, *have*.PAST PERFECT, *had*.FUTURE, *shall*, or *will*.FUTURE PERFECT, *shall have*, or *will have*.

Potential mode—

PRESENT, *may*, *can*, or *must*.PAST, *might*, *would*, *could*, or *should*.PRESENT PERFECT, *may have*, *can have*, *must have*.PAST PERFECT, *might have*, *could have*, etc.

PRINCIPAL PARTS.

Irregular verbs—

<i>Present.</i>	<i>Past.</i>	<i>Perfect participle.</i>
do	did	done
am	was	been
begin	began	begun
fall	fell	fallen
go	went	gone
have	had	had
ride	rode	ridden

Regular verbs —

learn	learned	learned
love	loved	loved
walk	walked	walked
work	worked	worked

Rules of Syntax.

RULE 1. Adjectives modify nouns or pronouns.

RULE 2. Adverbs modify verbs, adjectives, and other adverbs.

RULE 3. A noun or pronoun which is the subject or attribute of a sentence is in the nominative case.

RULE 4. A preposition shows the relation between its object and the word which the phrase modifies.

RULE 5. Conjunctions connect words, phrases or sentences.

RULE 6. A noun or pronoun used as an explanatory modifier, is in the same case as the word explained, by opposition.

RULE 7. The object of a verb or preposition is in the objective case.

RULE 8. A pronoun must agree with its antecedent in person, number, and gender.

RULE 9. A verb must agree with its subject in person and number.

RULE 10. Nouns denoting time, measure, or value, may be in the objective case without a governing word.

RULE 11. An infinitive may be used as a noun in any case except the possessive.

Analysis.

EXAMPLE.—Washington captured Cornwallis.

This is a sentence; simple, declarative, (why?). You understood is the subject; bring is the predicate modified by Cornwallis, an objective element.

Bring me some flowers.

This is a sentence; simple, imperative, (why?). You understood is the subject; bring is the predicate modified by flowers an objective element and by "to me" an adverbial phrase.

Exercises.

1. He is my friend. 2. John locked the door and put the key in his pocket. 3. God's balance, watched by angels, is hung across the sky. 4. Nothing is law that is not reason. 5. There is a limit at which forbearance ceases to be a virtue.

6. Unless he reforms soon he is a ruined man. 7. How pleasant it is to see the sun! 8. A life of prayer is a life of heaven. 9. To love is to obey. 10. He that refuseth instruction despiseth his own soul. 11. Both the ties of nature and the dictates of policy demand this. 12. He came and went like a pleasant thought. 13. The Rhone flows out from among the Alps. 14. I have not seen him since I returned from New York. 15. I saw him before he left.

16. The house which you admire so much, belongs to the man whom we see yonder. 17. He will do what is right. 18. Tell me whom you saw. 19. This is the man for whom we sent. 20. I remember what you said.

Arrangement of Elements.

The elements of sentences are arranged in NATURAL or INVERTED order.

The *Natural* order of arrangement is,

In declarative sentences:

1. *Subject.....predicate*; as, Winds blow
2. *Subject.....copula.....attribute*; as, Chalk is white.
3. *Subject.....auxiliary.....predicate*; as, You may go.

In interrogative sentences:

1. *Copula.....subject.....predicate*; as, Is he wise?

2. *Auxiliary.....subject.....predicate*; as, May I go?

3. *Predicate.....subject*; as, Say you so?

4. *Subject.....predicate*; as, Who remained?

INVERTED ORDER is used to emphasize the predicate; as, Great was our wonder. Known unto God are all his works.

MODIFYING ELEMENTS should be placed as near the words they modify as possible.

Correct the Arrangement.

1. I could see that the floor had been swept with half an eye.

2. He went to town, driving a flock of sheep, on horseback.

3. Wanted, a room for a single gentleman well furnished.

4. Nature tells me, I am the image of God as well as scripture.

5. A child was run over by a heavy wagon, four years old.

6. I cannot think of leaving you without distress.

Sentences Selected

FOR ILLUSTRATION AND ANALYSIS.

[Use any system of diagraming desired.]

ADJECTIVE.

A word, phrase, or sentence.

1. All men are mortal. 2. Many wise men have written books. 3. Those birds of prey secure their victim. 4. The man whom you saw lives in the city. 5. The bird which was crippled died. 6. I saw a drove of cattle. 7. Jane is studying modern history. 8. The evening train, turning a sharp curve was thrown from the track.

ADVERB.

A word, phrase, or sentence.

1. The patient suffered intensely. 2. You should listen more attentively. 3. Too much time was wasted. 4. An intensely painful operation was performed. 5. A peculiarly interesting story was told. 6. An extravagantly high price was paid. 7. The sun is in the west. 8. She sits by the open window. 9. He threw it into the river. 10. She came after you had gone. 11. I had ridden a short distance when the sun began to rise.

VERBS COMPLETED BY OBJECTS.

1. Harry saw the sun. 2. Me and Lillie saw you. 3. Him and me swept the room. 4. The old man slowly saws the green wood. 5. I want him to go. 6. I like hunting buffaloes. 7. He hopes to succeed. 8. The old man cried "Our armies swore terribly in Flanders."

VERBS COMPLETED BY ATTRIBUTES.

1. He is my friend. 2. The man is honest. 3. The flower is beautiful. 4. The horse is a beautiful animal. 5. It was me and him. 6. All men are mortal. 7. If

I were he, I would go to Europe. 8. It was not me who played truant. 9. The command was "Storm the fort at daybreak." 10. I am he whom you seek.

PREPOSITION.

1. Will you go with me into the Garden?
2. In my father's house are many mansions.
3. We went over the river, through the cornfield, into the woods.
4. The Rhone flows out from among the Alps.

CONJUNCTION.

1. Talent is something, but tact everything.
2. I remember a mass of things, but nothing distinctly.
2. Both the ties of nature and the dictates of policy demand this.
4. The truth is that I am tired of ticking.
5. There may be wisdom without knowledge and there may be knowledge without wisdom.

PERSONAL PRONOUNS.

1. Him and me were playmates.
2. Her and my aunt are great friends.
3. They live in our house.
4. I see them on their winding way.
5. For we dare not make ourselves of the number, or compare ourselves with some that commend themselves: but they, measuring themselves by themselves, and comparing themselves among themselves, are not wise.

RELATIVE PRONOUNS.

1. Tell me whom you saw.
2. This is the man for whom we sent.
3. I got what I desired.
4. Happy is the man that findeth wisdom.
5. I remember what you said.
6. Whatever purifies sanctifies.
7. Whoso keepeth the law is a wise son.
8. Whoever enters here should have a pure heart.

ADJECTIVE PRONOUNS.

1. That book is yours.
2. What did you say?
3. I did not say that.
4. The ground is your own.
5. You do your duty and I will do mine.

INTERROGATIVE PRONOUNS.

1. Who saw the horse run?
2. For whom did he inquire?
3. Which will you have, the small or the large book?
4. Which is the lesson?
5. What can be more beautiful than that landscape?

CONJUNCTIVE ADVERBS.

1. Water freezes when it is cold.
2. You may wait until I return.
3. Flowers bloom when spring comes.
4. You do as I do.
5. The people were astonished when they heard her voice.
6. He will have friends wherever he may be.
7. Whether the planets are inhabited, was discussed last evening.
8. He locks the door after the horse is stolen.
9. He never has a lesson because he is too lazy to study.

APPOSITIVES.

1. I saw your brother, him who is a doctor.
2. Brooklyn, a city in the United States, is noted for its churches.
3. Mrs. Smith, the doctor, is related to Mr. Brown, the blacksmith.
4. Ira Jacobs, him who you punished, was not to be blamed.

PARTICIPLES.

1. The good King betrayed by his enemies fled to his castle.
2. Being innocent of the charge, be firm and confident.
3. The vessel sailing in the bay has no captain.
4. We heard the wolves howling in the woods.
5. The snow being deep, we could not proceed.
6. Being human he is not perfect.
7. We heard the owl hooting.

INFINITIVES.

1. To err is human. 2. To obey is to enjoy. 3. He loves to play. 4. Time to come is called future. 5. He bade him depart. 6. He made his horse go very fast

SUBJECT OR OBJECT.

May be word, phrase, or sentence.

1. Winter is coming. 2. To steal is base. 3. Pay as you go is a good rule. 4. Men love money. 5. I wish to be quiet. 6. Alice knew that we were not at home.



BUSINESS PUNCTUATION.

The marks of punctuation are of three kinds, grammatical, typographical, and referential. The grammatical, or rhetorical points are the period (.); comma (,); semicolon (;); colon (:); and the hyphen (-), when used to form compound words.

THE PERIOD. (.)

The period is used: 1. At the end of every sentence whose context does not require a mark of exclamation or interrogation. *Example.* A good correspondent is neat.

2. After all abbreviations, except those formed by using an apostrophe to show the omission of letters. *Ex.* F. o. b. C. o. d. Agt.

3. As a decimal point. *NOTE.*—The period must be used between dollars and cents, this being a true decimal. *Ex.* 3041.165. \$14.00. \$12.35.

4. After a heading, address, or signature. *Ex.* Part One. Philip Gould, Cambridge, Mass.

Exercise.

✎ Rewrite in accordance with preceding rules.

Mr. Obadiah Cook, of Howell, Me, wanted to improve his education His friends advised him to stay at home,

and saw wood or hoe corn. He, however, was ambitious. He attended a first-class business college at So Framingham, Mass., paying \$35.14 for tuition, etc. He learned bookkeeping, stenography, and terms like "K d," "C o d," "f o b," and others. He soon obtained a position as stenographer to the Frt Agt of the B & M R R. He was rapidly promoted until he became G P A with a salary of \$5000.00 per year. Now his friends saw wood for him.

THE COMMA. (,)

The rules for the comma, though usually perplexing, may be acquired by a thorough study. The difficulty has been that most books have been too vague, to be understood easily. We have tried to make the following rules simple, and to illustrate them by practical business matter.

NOTE.—The functions of the comma are four-fold. First, to show that the word, phrase, or clause, pointed off, does not qualify what immediately precedes or follows. Second, to indicate the omission of qualifying words or phrases. Third, to show that a word, phrase, or clause, is of a parenthetical, appositive, or explanatory nature. Fourth, to avoid ambiguity.

1. Use a comma before a phrase commencing with a participle, when it is separated from the word it qualifies. *Ex.* We enclose our *check* for \$25 35, *covering* our account.

2. Use a comma after a complimentary closing, if to be followed by a signature. *Ex.* Yours truly, W. E. Russell.

3. Before the word "which," when it is separated from its antecedent. *Ex.* We enclose copy of your *letter* of Sept. 23, *which* was missent.

4. A conditional clause, usually beginning with "if," "though," "unless," "except" etc., is separated from the rest of the sentence, with a comma. *Ex.* If you have not received our letter, let us hear from you at once. Come to our office at 2 o'clock, if possible.

5. When a clause or phrase is placed at the beginning of a sentence, it is followed by a comma. *Ex.* Since writing you yesterday, we have received your check.

6. Explanatory and parenthetical expressions are pointed off with commas. *Ex.* (Explanatory) This leaves a balance of \$23.82, as per statement enclosed. (Parenthetical) The fact is, as you doubtless are aware, we have had, etc. He, however, prevailed upon us.

7. Modified members of compound predicates are separated by commas. *Ex.* We are advised that you are in trouble, and write to ask what the condition of affairs is. We have no orders to send you by this mail, but shall be most happy to send you one when opportunity offers.

8. When a clause or phrase is separated from the word it modifies, by another clause, or phrase, it is pointed off with commas. *Ex.* We name very low prices on our goods, with the expectation of having our bills met at maturity. We return your invoice of the 21st inst., for correction.

9. In cases like "coming and going," "men and women," "receipt and return," no comma is used before "and"; but, if the first member is followed by a modifying word or phrase, a comma is needed; as, We thank you for sending us lists of prices, and keeping us posted in regard to the market. We think Mr. Smith is acting very singularly in this matter, and most unbusinesslike.

10. A long, complex (consisting of different elements) subject is separated from its predicate, in order to avoid ambiguity. *Ex.*

11. A participial, adjective, absolute, adverbial, or independent phrase or clause at the beginning of a sentence, is followed by a comma. *Ex.* (Participial) Trusting that you will make this step unnecessary, we remain. (Absolute) He having completed his business, we must go. (Adverbial) In your judgment, will the carriage be safe to use the balance of the season? (Independent) My dear sir, we can not do so.

12. A relative clause used to distinguish the antecedent from other objects of the same name requires no punctuation; as, The firm that makes these goods, is in Boston.

13. A relative clause used to describe the antecedent, is separated by a comma; as, This firm, which is the largest of its kind, is in Boston.

14. A comma is usually used to indicate the omission of words. *Ex.* We enclose statement of your account, now due. [Your account (which is) now due.] The Adams Express, in New York. [The Adams Express (which is) in New York.]

NOTE.—This rule does not apply to the omission of a single word, when the construction is close; as, “In reply will say.”=“In reply (we) will say.” “Your favor at hand.”=“Your favor (is) at hand.” “Your postal duly received.”=“Your postal (is) duly received.”

15. An inverted or transposed phrase or clause is pointed off with commas. *Ex.* Why he should discriminate between us, we are at a loss to understand. (Properly, We are at a loss to understand why he, etc.). When you are ready, we should be pleased to see you.

16. "Etc." should be preceded by a comma. *Ex.* We send catalogue of wood mantels, etc.

17. Series of words, or series of pairs of words joined with "and," or similar conjunctives, are pointed off with commas. *Ex.* We enclose list of prices of nails, bolts, screws, and other hardware. There is to be a sale of watches and jewelry, books and paintings, furniture and bric-a-brac.

18. Each of the members of an address or date-line, is pointed off with commas. *Ex.* John Jones, 34 Duane St., New York City, N. Y. Boston, Mass., May 29, 1892.

19. When the subject ends with a verb, and the predicate begins with a verb, a comma is used to separate them. *Ex.* Whatever is, is right.

20. Commas are used before direct quotations. *Ex.* Supt. Bates says, "We drove the Northern off the Barton line."

21. Words used in direct address, are pointed off with commas. *Ex.* My friends, this is distinctively the era of progress.

22. Before and after words like "however," "too," "perhaps," etc., when they break the continuity of the sentence. *Ex.* We, however, do not do business in that way.

THE SEMICOLON. (;)

The semicolon is a mark of punctuation, the function of which is to denote a separation of thought, or a grammatical distinction greater than that indicated by the comma.

1. Contrasted members of compound sentences are separated with semicolons. *Ex.* Please send us a check at your earliest convenience; or, if agreeable to you, we will draw on you at sight. You have made no

change in the advertisement; neither have you placed us at the top of the column.

2. A semicolon should precede an explanatory or inferential clause beginning with a conjunction, when added to a complete sentence. *Ex.* We think Mr. Smith is acting very singularly in this matter; for we are at a loss to understand why he should discriminate between us. It seems as if ten days was enough to copy that schedule of rates; so please hurry it, if possible.

NOTE.—The words “for,” “therefore,” “as,” “so,” “also,” and “nevertheless,” are the ones which introduce these clauses most frequently.

3. A semicolon should be used between the members of a compound sentence, when each contains a dependent clause. *Ex.* We bought the pillows at the price you billed them first; and, as it was your mistake, we don't see why we should be the losers.

4. A semicolon should be used after each member of a list of articles, when prices or qualifying expressions are used. *Ex.* No. 6 Champion horse-rakes, \$18.00 each, f. o. b. Boston; Improved North American plows, k. d. at factory, thirty-five per cent. from list; Thompson horse-hoes, k. d. at factory, \$7.00; f. o. b. Boston, \$7 25; nailed canal-barrows, k. d. New York City, \$2.35.

5. When a statement is followed by an example, introduced by “as,” “namely,” “for instance,” “to wit,” “viz.,” “for example,” or similar words or phrases, a semicolon should precede, and a comma should follow the introductory word or phrase. *Ex.* We can not allow you a larger discount than we have formerly; viz., twenty per cent.

6. Semicolons should be used to separate short, complete sentences, where the connection is close. *Ex.*

He wrote me a letter; I answered it; then he came to me in person.

7. Semicolons should separate clauses having a common dependence upon another clause, when they are not connected with each other. *Ex.* In reply will say, we can not furnish the goods ordered; we can not procure them for you; and we do not know where you can obtain them.

THE COLON. (:)

The colon is a mark of punctuation, the function of which is, to a great extent, to show that what follows it is exactly explanatory or equivalent to what comes before. The former use of the colon, to separate subdivided members of compound sentences, would seem to be not only unnecessary, but irrational, and we believe there is no merit in preserving such customs. If there be a separation of thought greater than can be indicated with a semicolon, it would seem advisable to separate into sentences.

The colon is used in the following ways:—

1. When what follows is exactly explanatory of what comes before, after words or phrases like “as follows” or “the following.” *Ex.* The list of names was as follows: The following officers were elected:

2. After “Dear sir,” or “Gentlemen,” or any title of respect used in beginning a letter; and, in such cases, usually followed by a dash (—), or two hyphens (- -). *Ex.* Dear sir:— Gentlemen:-

3. Between the figures designating hours and minutes. *Ex.* 8:30 P. M. 6:40 A. M.

4. *Instead of a period, after an initial letter, when such a letter is the initial of the commonest Christian name commencing with that letter. *Ex.* W: Smith

(William Smith). C: White (Charles White). E: Kirby (Edward Kirby).

5. After an abbreviated name, when the abbreviation is used as a full name. *Ex.* Ben: Sam: Will: Fred:

*The last two rules are not compulsory, but are approved by good authority, and are in good taste.

THE HYPHEN AS A COMPOUNDER. (-)

The proper compounding of words has been a subject almost untaught in our educational textbooks and institutions, and even our standard dictionaries show a most remarkable indifference and laxity concerning this point. It is believed that the rules here laid down will be of great practical benefit to all writers, and especially typewriter-operators, whose work shows so plainly the lack of intelligent study.

Words are compounded in two ways:

1. By writing two words as one, without a hyphen.
2. By joining two words with a hyphen.

Nouns and Verbs.

1. Two nouns used together to describe one article, are compounded when neither is descriptive of any particular attribute or quality of the other.

When the first word is a word of one syllable, do not use the hyphen; when it contains more than one syllable, use the hyphen. *Ex.* Ink-bottle, hat-box, typewriter, typewriter-operator; passenger-elevator, pencil-case, typewriter-operator.

2. A noun and a pronoun, when compounded, should be hyphenized; as, He-goat, she-bear.

3. Adjectives and nouns are not hyphenized; as, Shorthand, longhand.

4. Prepositions and nouns, when compounded, should not be hyphenized; as, Today, tomorrow, to-night, upstairs, downstairs, offhand, uptown.

Adjectives.

5. Adjectives joined with any part of speech except nouns, are hyphenized; as, red-cheeked, fair-haired, blue-eyed.

Verbs.

6. Verbs (including participles) compounded with any words except nouns, are hyphenized; as, fast-running, far-seeing, easy-going.

Numerals.

7. The compound numerals between twenty and one hundred are hyphenized; as, Twenty-one, forty-first.

TYPOGRAPHICAL POINTS.

The typographical points, or those not depending on the grammatical construction, or syntax, are the dash (—); the mark of exclamation (!); the apostrophe ('); the quotation marks (" "); short *and* or ampersand* (&); the parenthesis (); the brackets, or crotchets []; and the hyphen (-), when used for the indication of the division of words.

*The name "ampersand," often applied to "&," is a corruption of "and *per se*, and," which was formerly said after the other letters, in reciting the alphabet.

THE HYPHEN AS A DIVIDER. (-)

1. The hyphen is used at the end of a line, to indicate that a word is divided.

When it is necessary to divide a word, it should be divided strictly according to syllables, only syllables being left at the end of a line, or carried to the next; the following examples giving some idea of proper division:

Nec-es-sa-ry div-i-sion div-id-ed strict-ly ac-cord-ing syl-la-ble be-ing car-ried fol-low-ing ex-am-ple giving prop-er.

~~13~~ A syllable of one letter should never stand alone. In derivative words where the original ends in double letters, both should remain together; as, Press-ed, ex-press-ion, re-called; but, in all other cases, they should be separated; as, Bet-ter, com-mit ted. bat-tle, mis-sile, run-ning.

EXCLAMATION POINT. (!)

1. The exclamation point is used after exclamations and interjections, and sentences, words, and phrases, expressing strong emotion. *Ex.* Oh! I thought I should find you. Alas, alas! I am in a sad plight.

2. The exclamation point is sometimes placed in parentheses, after a word, to express sarcasm. *Ex.* He is a noble (!) man, a kind (!) master, and a true (!) friend.

INTERROGATION POINT. (?)

1. The interrogation point is used at the end of every direct question. *Ex.* Are you going? What is the matter? Will you send us a check for the amount?

2. In certain cases, to denote doubt. *Ex.* This wonderful (?) man. It is a great (?) poem.

THE APOSTROPHE. (')

1. The apostrophe is used to denote the omission of a letter or syllable. *Ex.* Don't. E'er. O'er.

To indicate the omission of a century in dates, where it can be readily understood. *Ex.* Dec. 14, '87. The Revolution commenced in '75.

5. Used after all plural nouns ending in "s," to form the possessive. *Ex.* Boys.' Dogs.'

QUOTATION MARKS. (" ")

1. Quotation marks are used to enclose a direct quotation of the exact words of another writer or speaker. When a quotation occurs inside of a quotation, the single marks are used (' '). *Ex.* He said, "I was passing up the street, and some one cried 'Police,' in a loud voice."

2. Sometimes used to call special attention to some word or phrase, especially in the case of names and titles. *Ex.* They came over in the "Fortune." He could not correctly pronounce "he."

NOTE.—A period or comma occurring directly after the last word of a quotation, is placed before the quotation marks.

SHORT "AND." (&)

The short sign for "and" should be used only in the case of firm names, signatures, and addresses, where the same consist of more than one name; and in the case of a corporation, or name of a railroad. *Ex.* Brown & Jones. J. B. Smith & Co. Boston & Maine Railroad. Calumet & Hecla Mining Co.

THE PARENTHESES. ()

The parentheses are used to enclose any words which do not properly belong to the rest of the sentence, either explanatory, correlative, or interjectory. *Ex.* I am

afraid (not on my account, however,) that it will cause evil results.

NOTE.—Punctuation marks are placed inside parentheses and brackets, if they are required for the punctuation of the enclosed matter, but after them if they punctuate the sentence as a whole.

THE BRACKETS. []

The brackets are used in a way similar to the parentheses, but are used only for notes, or for editorial corrections in matter quoted from others.



APPENDIX.

TITLES:—In a title-page, or in a heading of any article or chapter, the nouns, pronouns, adjectives, verbs, and adverbs, begin with capital letters.

RULE FOR PARAGRAPHING.

PARAGRAPHING:—The general rule for paragraphing is to make a new paragraph for each new subject, but a short letter or article should not consist of more than one paragraph, unless the sense and connection change very much. In long articles, a few paragraphs, where there is much separation of thought, improve the appearance of the typewritten page.

GENERAL HINTS:—Do not end a sentence with a preposition; do not separate the two parts of a verb; do not use an adverb, when the verb expresses the same idea; do not begin a sentence with a conjunction; do not use an adjective to qualify a verb; do not use a long word when a short one will serve the purpose; do not use a foreign word, when there is an English word of the same meaning.

RULES FOR THE USE OF CAPITAL LETTERS.

RULE I.—Every sentence should begin with a capital letter.

RULE II.—Proper nouns; as, names of persons, places, months, days of week, etc., should begin with capital letters.

Ex. John, Sunday, July, New York, Mr. James A. Jones.

The names of seasons: spring, summer, autumn, winter, do not begin with capital letters except when they are personified.

RULE III.—Every line of poetry should begin with a capital letter.

RULE IV.—Every direct quotation should begin with a capital letter.

Ex. He asked, "Who will go with me?"

A *direct* quotation is one in which the exact words are quoted.

RULE V.—Titles of honor or distinction, used alone or accompanied by nouns, should begin with capital letters.

Ex. Mr. Smith; Dr. Jones; Hon. Henry Wilson.

RULE VI.—All words denoting the Deity should begin with capital letters.

Ex. God, Lord; Creator; the Almighty; the Allwise; Infinite One; Supreme Being; Most High.

Personal pronouns, or common words referring to the Deity, are usually capitalized, as: "The unseen *Power* above"; "the *Judge* of the world."

RULE VII.—Words derived from proper nouns should begin with capital letters.

Ex. American; Roman; Scotchman; Spanish; English.

RULE VIII.—Names of things spoken of as persons should begin with capital letters.

Ex. "The *Morn*, in russet mantle clad—"

"When *Music*, heavenly maid, was young—"

RULE IX.—Words of special importance, words used as names of particular objects or localities, and the important words in a heading, should begin with capital letters.

Ex. Niagara Falls; the Tariff Bill; the White House; the Western States.

North, south, east, and west, are capitalized only when referring to some particular locality: as, “The *North* and the *South* are one.”

When there is a question as to which should be used, a capital or small letter, use a small letter.



FIFTY LESSONS

—IN—

BUSINESS SPELLING

PREFACE.

The following words are those in most constant use, selected not because they are difficult, but because they belong to the ordinary vocabulary and are those which are most frequently misspelled.

Correct spelling is a very important matter especially in business, and should not be neglected by those who expect to attain any degree of proficiency, as a stenographer, bookkeeper or in any commercial position. There is no excuse for any one remaining deficient in this branch long. If these fifty lessons are taken up with a proper degree of earnestness, they can be mastered in a short time and they cover a very large business vocabulary. Of course, there will be an occasional word come up that is not found in these lessons, but if these lessons are mastered as they should be, the strange words that will come up will be very unfrequent. The instructor is left to use whatever methods he may prefer.

LESSON I.

Al phabet	Dimin utive	Ve hicle
Shep herd	Ze nith	Ax iom
Op ulent	Ac cident	Leg ible
Jo vial	Sur geon	Or dinance
Excel	Swin dle	Cred itable
Knowl edge	Appar ent	Inau dible
Exhib it	Peren nial	Hav oc
Al manac	Disagree able	Def inition
Pursue	Repast	Vil lian
Attor ney	Essen tial	Laths
Yacht	Mal ady	Lathe
Machine	Geog raphy	Adver sity
Eva sion	Syc amore	Scythe
Pa gan	Ham mock	Reign
Sen sible	Umbrel la	Rein
Conten tion	Night ingale	Deaf

LESSON II.

Accom modate	Precise	Tomor row
Imper ative	Unnec essary	Receive
Amel iorate	Cat alogue	Vict uals
Conge nial	Volunteer	Sure
Illeg ible	Nic otine	Salu brious
Ship ped	Occur rence	Brigadier
Bouquet	Acclama tion	Prej udice
Etiquette	Por ridge	Bleach
Recommend	Rec ipe	Matu rity
Compar ison	Ca ret	Inflex ible
Parch ment	Hop ing	Rev enue
Chim ney	Sem inary	Rheu matism
Miscella neous	Endeav or	Daugh ter-in-law
Ad mirable	Cohe sive	Muse um
Whol ly	Per petrator	Shov el
Cat aract	Ker nel	Indict

LESSON III.

Grate ful	Leech	Zeph yr
Disci ple	Meri no	Dilem ma
Spec imen	Ruff ian	Syn dic ate
Tobac co	Loz enge	Brief
Tur bine	Clem ency	Chap el
Proj ect	Satch el	So lo
Mis sile	Misdemean or	Exhil arate
Hom icide	Trill ion	Spig ot
Sentimen tal	Ad age	Des tiny
Ras cal	Retrieve	Per sonal
Divine	Em phasis	Clas sical
Syl lable	Right eous	Vac uum
Ragamuf fin	Czar	Avalanche
Dil igent	Es say	Prev alence
Pla giarism	Appara tus	Hus tle
War rior	Vac inate	Hei nous

LESSON IV.

Fas cinate	Wheth er	Tac tics
Choc olate	Disappear	Ac me
Rec ompense	Sleigh	Waltz
Cen sus	Chore	Tris yllable
Rep utable	Mar iner	Aghast
Grand eur	Coun terfeit	Strych nine
Tri fle	Sin ew	Tier
O plate	Cen sure	Ju venile
Ren dezvous	Sure ty	Ce dar
Buoy ant	Au ditor	Fah renheit
Maj esty	O asis	Ar senal
Itin erant	Exem plary	O pium
Hurrah	Pell mell	Avoid
Exceed	Encour age	Stento rian
Mete	Qual ify	Her ring
Exag gerate	Weth er	Siege

LESSON V.

Inflamma tion	Divid ing	Illu sion
Prom issory	Shut tle	Ref erence
Sarsaparil la	Ci pher	Reprimand
Chalk	Re-enforce ment	En mity
Ser vant	Begile	Car rot
Deci pher	Res pite	Gazetteer
O ral	Discus sion	Dissen sion
Bronchi tis	Sua sion	Ammuni tion
Spec ulate	Alle viate	Por tico
Der rick	Magazine	Pecul iar
Span iel	Come ly	Repel
Ab scess	Pen cil	Lu bricate
Noi sy	Brooch	Dex terous
Scal lop	Zool ogy	Ep itaph
Rosette	Tui tion	Abol ish
Adroit	Crite rion	Offen sive

LESSON VI.

Seize	Attach ment	Thral dom
Vin egar	Decease	Car nal
Haunt	Disease	O'er
Rai ment	Solemu	Hum ming-bird
Bel fry	Dif ference	Neigh bor
Squeeze	Yon der	Cord ial
Chat tel	Ex cellence	Climb
Min imum	Rouge	Al ways
Excite	Allop athy	Survey
Immor tal	Prompt	Cin der
Ten ement	Bri dle	Inconceiv able
Con scious	Imag inary	Unveil
Precede	Dec orate	Feat ure
Leg acy	Feign	Mer cantile
Gourd	Interlinea tion	Cornuco pia
Priv ilege	Cy clone	Hoax

LESSON VII

Cap ital	Am putate	Cem ent
Cap itol	Memoran dum	Mar shal
Nec essary	Insep arable	Mar tial
Oc ular	Protege	Dintin guish
Don key	Extinct	Mir ror
Blud geon	As-sent	Chal lenge
Tac it	Ascent	Mut ual
Spe cie	Pop lar	Acknowl edgment
Intes tate	Glu co-se	In timate
Fo liage	Ban quet	For tify
Assign ment	Discoun tenance	And iron
Concede	Antique	Recede
Rhyme	Incen tive	Per secute
Rhythm	Terres tial	Appall
Bonn teous	Adhe sion	Isth mus
Submerge	Prognos ticate	Disbelief

LESSON VIII.

Transfer red	Suspense	Clam or
Can dor	Cru et	Ob elisk
Hick ory	Spec tacle	Avid ity
Excep tion	Ver bal	Mean der
Gauge	Elu cidate	Infor mal
Las so	Bil lion	Expel
Crim son	Lapel	Func tion
To tal	Ille gal	Mor tise
Indeci sion	Al titude	Depos it
Piv ot	O'clock	Car buncle
Cuck oo	Can vas	San guine
Trel lis	Can vass	Bowl
Doc ument	Partic ipate	Wors ted
Lan guid	Rec ognize	Incred ible
Disguise	Lu crative	Sar casm
Is olate	Phonog raphy	Al der

LESSON IX.

Hoe ing	Bar rack	Cho ral
Lynch	Part ner	Sac rilege
Dai ry	Solv ency	Eel
Di ary	Apos trophe	Impel
Kangaroo	Per meate	Divis ible
Cathe dral	Intellect ual	Ravine
Advertise	Geneal ogy	Cor oner
Kitch en	Ver tical	Macad amize
Facil ity	Cleat	Encore
Ver dict	Min ion	Togeth er
Impet uous	Contu sion	Gestic ulate
I vory	For midable	Impau el
Superfi cial	Tep id	Rise
Cu linary	Reluc tance	Longev ity
Champagne	Arrears	Anecdote
Syn thesis	Mu cilage	Sed entary

LESSON X.

Unpar alleled	Imper tinent	Abil ity
Unprej udiced	Affil iate	Shoe ing
Max imum	Pal atable	Inac curate
Acad emy	Alread y	Hymene al
Vit riol	Launch	Fam ine
Dig it	Par lane	Bul wark
SimPLIC ity	Aq ueduct	Mis creant
Ignite	Brogue	Gran ite
Prepos terous	Stu dious	Engineer
Default er	Mor sel	Undaunt ed
Brev ity	Tur nip	Hydraul ics
Gal lantry	Re-ech o	Corpse
Clause	Vein	Gal lery
Des ert	Cor al	Co-op erate
Dessert	Su mach	Replen ish
Desert	Redu plicate	Hem isphere

LESSON XI.

Supersede	Bois terous	Efface
Fee ble	Negotiate	Cav ern
Conta gion	Opti cian	Dis tance
Impos tor	Tel egraph	Pref erence
Form al	Sanc tum.	Con sonant
At titude	Protract	Enough
Insane	Belle	For ceps
Ar.chives	Mer riment	Eighth
Dismiss	Illic it	Conceal
In terval	Hymn	Fres co
Contin gent	Au ger	Deni al
Appari tion	Exec utor	A theism
Indif erent	Suspi cion	Settee
Skel eton	In tricate	Fau cet
Res idence	Bom bast	Bis cuit
Transgress	Gen erous.	Influen tial

LESSON XII.

Cel lar	Fos sil	Thief
Misspell	E quinox	Bade
Weird	Clum sy	Vet erinary
Or ange	Epis tle	Respect fully
Simulta neous	Bequeath	Prepossess
Lis ten	Syr inge	Arsenic
Plaid	Paid	Enthusiasm
Sciat ica	Vag aband	Quo tient
Prov ender	Par cel	Mal ice
Providen tial	Or phan	Remit tance
Blur	Adjourn	Ster eotype
Fli er	Gaunt	Equiv ocal
Gazette	Lad ing	Soph omore
Fem inine	Hon or	Assid uous
Ine briate	Exhaust	Discour teous
Descend	Cavalry	Reck on

LESSON XIII.

Soci ety	Barom eter	Pit iful
Fiend	Sol itude	Sec retary
Cor poral	Admoni tion	Ambi tion
Ven tilate	Jurisdic tion	Cas tigate
Face tious	Disburse	Li cense
Trai tor	Ped al	Ore
Defi ance	Fero cious	Elys ium
Quin sy	Cart age	Bev erage
Infinites imal	Mar riage	League
Cru el	Excheq uer	Ex cavate
Embez zle	Asso ciate	Ter race
Gar rison	Triv ial	Char latan
Interrupt	Cam eo	Li brary
Prepon derous	Hos pital	Cur rency
Cas simere	Financier	Harangue
Pit tauce	Beach	Op tion

LESSON XIV.

Combus tible	Flim sy	Berth
Physiol ogy	Cul tivator	Birth
Af fable	Sap phire	Saga cious
Mon arch	Cre dence	Commence ment
Diph thong	In stigate	Flex ible
Os cillate	Ves tibule	Anniver sary
Else where	Bureau	Ep ilepsy
A pex	Hack neyed	Cau tious
Wind lass	Cha os	Fab ulous
Squeak	Guar dian	Dea con
Im plement	Eu logy	Quad rant
Beam	Serenade	Pre mium
Obei sance	Coali tion	Mi croscope
Es sence	Mov ables	Penin sula
Scut tle	Indiscreet	Bux om
Affair	Lin eament	An thracite

LESSON XV.

Ecstasy	Two	Sacrilegious
Forbearance	Perseverance	Pique
Transmission	Arduous	Except
Insolvent	Cynic	Accept
Inexcusable	Bury	Shoulder
Diversion	Easel	Petition
Final	Unconcern	Bullion
Ethics	Canary	Annihilate
Chloroform	Disparage	Neutral
Fierce	Estimate	Niece
Bowler	Privateer	Adjoin
Inevitable	Resolute	Orator
Filial	Cypress	Harmony
Cavity	Administrator	Affidavit
To	Exasperate	Tenant
Too	Delirium	Toilet

LESSON XVI.

Fragrant	Embryo	Assure
Corps	Geometry	Colossal
Sieve	Culprit	Opponent
Economize	Trough	Sabbath
Cartidge	Flue	Comical
Outrageous	Eligible	Indebted
Accrued	Homœopathy	History
Cemetery	Botany	Myrtle
Intercede	Parquet	Abstinence
Dimension	Aversion	Exercise
Appetite	Vague	Illustrate
Inferior	Immortal	Stagnant
Tomahawk	Tarlatan	Interest
Owing	Sphere	Gingham
Innocent	Crony	Fictitious
Squeal	Discreet	Cruelty

LESSON XVII.

Vicinity	Enunciate	Confidential
Weapon	Address	Guarantee
Symbol	Inanimate	Guaranty
Twelfth	Preeminent	Bankrupt
Lucid	Dispel	Reveal
Cambric	Indomitable	Bigamy
Tomb	Amalgamate	Yield
Authentic	Remonstrance	Ascertain
Inestimable	Handkerchief	Planet
Paragraph	Genius	Chaplain
Carriage	Calumny	Perfidy
Evaporate	Overalls	Propitious
Reconcile	Morphine	Inexhaustible
Juicy	Consolidate	Effect
Palatable	Barouche	Affect
Reservoir	Defunct	Paradise

LESSON XVIII.

Prairie	Occasion	Treason
Luncheon	Brisle	Condemn
Phaeton	Auspicious	Fraudulent
Brocade	Color	Medicinal
Excommunicate	Dulcimer	Accuse
Durable	Inherit	Suburb
Introductory	Sewer	Comment
Gimlet	Twitch	Bolster
Rarefy	Exposition	Palate
Injurious	Reptile	Duplicate
Cymbal	Ambassador	Saprophyte
Percussion	Libel	Balcony
Echo	Gossip	Partridge
Sanctify	Loiter	Corrode
Felicity	Accumulate	Extraordinary
Dutious	Misenterpret	Undeviating

LESSON XIX.

Des picable	Askew	Infu riate
Or ifice	I vy	Exclama tion
Consist ent	Ser viceable	Mili tia
Seam	Intersperse	Avoirdupois
Aspar agus	Li lac	Uten sil
Hes itate	Congrat ulate	A bly
Cham pion	Lief	Profi ciency
Serge	Distrib ute	Discom mode
Home stead	Grat ify	Incor porate
Kiln-dry	At mosphere	Rough
Dissent	Chagrin	Dev astate
Opin ion	Ream	Subscrip tion
Iniq uitous	Iguomin ious	Ap erture
Franc	Flan nel	Dissem ble
Can cer	Rat ify	Infer nal
Dodge	Chan nel	Chronom eter

LESSON XX.

Sep arate	Christian ity	Twee zers
Ini tiatory	Nee dle	Superb
Perceive	A cre	Plumb er
Prospec tus	Sumpt uous	Pota to
In ventory	Panace a	Conges tion
Change able	Explic it	Moment ous
Enor mous	Doc ile	Med al
Panora ma	Bev el	Med dle
Conject ure	Num skull	Constella tion
Fac ile	Le gend	Bombazine
As terisk	Mon eys	Flu id
Cres cent	Rebate	Genteel
Har ass	Illit erate	Compar ative
Break fast	Bass	Kleptoma nia
Dec imal	Sat in	Hu morous
Anat omy	Or thodox	Eques trian

FIFTY LESSONS IN SPELLING

LESSON XXI.

Neural gia	Plane	Compul sion
Lat tice	Mil liner	Dan druff
Sul phur	Picturesque	Rind
Ac id	Idol atry	Tor por
Crouch	Benight ed	Appear ance
Pal liate	Salve	Cash mere
Clas sify	Enu merate	Lar ceny
Mon ogram	O nyx	Pi rate
Ter minate	Spi ral	Irreg ular
Frac tious	Magnanim ity	Decap itate
Ru ta-ba ga	Car cass	Can cel
Prelim inary	Lab yrinth	Eman cipate
Tes tament	Ado	Viva cious
Gi ant	Stim ulus	Intel ligible
Fluct uate	Contam inate	Extin guish
Amanuen sis	Hor ror	Access

LESSON XXII.

Au tumn	Coup le	Tour
Pul pit	Dense	Va riable
Croup	Tech nical	Hypoc risy
Sol dier	Com promise	Vane
Compli ance	Breech ing	Pal lid
Invei gle	Prod igal	Le nient
Let tuce	Am ethyst	Calam ity
Rec reate	Fer rule	Moroc co
Moun tain	Fer ule	Underrate
Graph ic	Abridg ment	Cleave
Devoid	Cup board	Begin ner
Paregor ic	Peev ish	Accede
Sanc tion	Suscep tible	Dissim ilar
Melo deon	Men tal	Presumpt uous
Pal sy	Guilt	Mi nor
Manufact ure	Abscond	Al ien

LESSON XXIII.

Ag ile	Fet lock	Decep tion
Port able	Rem edy	Conviv ial
Re gion	Confis cate	Quar rel
Tran sient	Magiste rial	Ra zor
Val iant	Instill	Hub bub
Insid id	Wit ticism	Ap oplexy
Antarc tic	Sen ior	Gam bol
Prob able	O val	Ba sin
Enhance	Divorce	Stag ger
Adept	Quit claim	Chron icle
Coarse ness	Com pliment	Direc tory
Fir kin	Merci ful	Det riment
Presiden tial	Commem orate	Device
Eu terprise	Nom inate	Devise
Polyg amy	Etymol ogy	Rectan gular
A gency	Unfeigned	Deign

LESSON XXIV.

Naph tha	Par ticiples	Adjust
Vent ure	Blonde	Attend ance
Hoist	Orig inate	Respon sible
Ob solete	Croc odile	Amateur
Anal ysis	Referred	Fastid ious
Plague	Accus tom	Ed ucate
Cashier	Tru ant	Unintel ligible
Op posite	Indefat igable	Gigan tic
Gouge	Plac id	Achieve
Debris	Crum ple	Non sense
Abun dance	Irrepress ible	Ei ther
Pig eon	Humil iate	Sel dom
Rav el	Receipt	Dai ly
Catarrh	Battal ion	Nov ice
Sluice	Fal chion	An tidote
Fort unate	Fur lough	Sched ule

LESSON XXV.

Acquaintance	Plan ned	Sys tematize
Uncon scious	Hon eysuckle	Barba rian
Acous tic	Concoct ing	Oys ter
Tradi tion	Telephone	Can non
Grimace	Persist ence	Can ou
Mus cular	Bay onet	Skein
Dissuade	Teeto taler	Guin ea
Unprin ciple	Intercept	Yolk
Bien nial	Sur name	Affright
Immac ulate	Veg etable	Magnif icent
Pit iable	Plau sible	Concen trate
Grieve	Artifi cial	Prim itive
Irra tional	Omnip otence	Du el
Erase	Exeru ciate	Brit tle
Ti ny	Ner vous	Mathemat ics
Commu nicate	Impor tant	Advice

LESSON XXVI.

Ini tial	Canoe	Complex ion
Opportu nity	Adieu	Af fluence
Boom erang	This tle	Hag gard
Car penter	Lad der	Felony
Heretofore	There	Metrop olis
Bana na	Rel ic	Car ol
Gait er	Cas ualty	Inca pable
Eter nal	Bush el	Toma to
Or chard	F'u neral	Biog raphy
Cease	Ev idence	Ven erate
Thee	Encom pass	Asy lum
Benev olence	Kid nap	Tow el
Com missary	Expres sive	Assault
Al ter	Fur ther	Circu itous
Hye na	Brawn y	Mes merize
Burg lary	Fer vor	Impar tial

LESSON XXVII.

Bus y	Irrev erent	Cra nium
Appar el	Statis tics	Po lar
Coch ineal	Lynx	Stal wart
Awry	Tongue	Hy drant
Commens urate	Recu perate	Dishon or
Dissyl lable	Viv id	Indul gent
Experi ment	Or deal	Al ligator
Dirge	Bal lot	Emer gency
Pos itive	Jus tice	Fete
Pol ysyllable	Cessa tion	Accom modate
Cat erpillar	Humane	Gos samer
Appro priate	Fer tile	Esquire
Sum mary	Sponge	Bough
Rol licking	Wi ly	Intrep id
All spice	Vauil la	Clean ly
Lease	Bul letin	Fi nite

LESSON XXVIII.

Scis sors	Mil itary	Consequen tial
Par allel	Unright eous	Ellipse
Agree a ble	Alac rity	Tena cious
Impru dent	Fur niture	Cri sis
Ses sion	Ghost	Geol ogy
Exten sive	Vi tal	Dem agogue
Pi ety	Tro phy	Proc ess
Uner ring	Mis tletoe	Ay
Par port	Vindic tive	Aye
Vi cious	Bruise	In ference
Ra tio	Aw ful	Coadju tor
Promenade	Trag edy	Sau sage
Unan imous	Announce	Advanta geous
Sus tenance	Fir mament	Contradict
Pre mier	Recourse	Fu migrate
Schol ar	Expo sure	Am icable

LESSON XXIX.

Lil y	Lab oratory	Riff raff
Leis ure	An odyne	Pan el
Pam phlet	Parade	Jan itor
En vious	Frag ile	Bai ance
Alas	Penu rious	Solic itor
Scent	Ad rial	Ghast ly
Shack les	Verba tim	Aro ma
Accord ingly	Ur chin	Rav enous
Pen etrate	Approv al	Black guard
Recess	Pref ace	Heif er
Possess	Bndu rance	Mack erel
Coun tenance	Pneumo nia	Cadav erous
Demean or	Hered itary	Achere
Guess	Ir on	Fic kle
Disrespect ful	Fools cap	Rad ical
Dol lar	Control	Ax le-tree

LESSON XXX.

Sig nature	Met al	Biv ouac
Antic ipate	Flea	Tro che
Io ta	Insuffi cient	Asth ma
Def inite	Cous in	Dissolve
Trech ery	Physi cian	Oc cupy
Cologne	Dye ing	Guile less
Sand wich	Junct ure	Ir ritable
Cor pulent	Capri cious	Hal ibut
Sym pathy	Profes sor	Melo dious
Defen sive	Glos sary	Cur tain
Rig ging	Val entine	Superscribe
Caus tic	Car icature	Ad versary
Util ity	Fu gitive	Cir cuit
Ab sence	Pal ette	Sten cil
Occur rence	An imated	Car at
Atro cious	Though	Mam moth

LESSON XXXI.

Lu dicrous	Cough	Molas ses
A miable	Deter mine	Court-mar tial
Mon osyllable	Quar ry	Gra vy
Al cohol	Prom ise	Veloc ity
Plan tain	Impa tient	Demor alize
Dem onstrate	Reli ance	Ju bilee
Ide a	Obey	Cir cus
A lias	Eclipse	Salera tus
Recollect	Luces sant	Elephant
Famil iar	Tel egram	Ten sion
Drawee	Ingrat itude	Depot
Presump tion	Chintz	Quarantine
Appren tice	Meer schaum	Perspire
Char ity	Cal omel	Bag gage
Lon gitude	Recruit	Spu rious
Stampede	Forbid ding	Cartoon

LESSON XXXII.

Neces sity	Del egate	Crochet
Bus iness	Transcend	Submis sion
Whis tle	Admis sible	Cab bage
Bea con	Pathet ic	Jaun dice
Gos pel	Nego tiable	Elastic ity
Sen tence	Chow der	Pes tilence
Naught y	Benefi cial	There fore
Sub jugate	Trop ical	Browse
Clink er	Despair	Pin nacle
Subor dinate	Lu natic	Charge able
Compel	Inel egant	O dor
Irretriev able	Petro leum	Fag ot
Fu el	Chandelier	Prestige
Rogue	Knap sack	Feud
Man uscript	Tal ent	Tete a tete
Bait	Insin uate	Char ter

LESSON XXXIII.

Ridic ulous	Bar gain	Seine
A gue	Dom ino	Lau rel
Neg ative	Colli sion	Dy namite
Crease	Veil	Unchange able
Plea	Irreproach able	Loathe
Hieroglyph ic	Irresist ible	Ingen uous
Indestruct ible	Exten uate	Eq uipage
Arrive	Sal ad	Pom ace
Plu ral	Pros ecute	Fuch sia
Cas tor-oil	Per secute	Sub stitute
Preci sion	Char acter	Draught
Consum mate	Pul sate	Tol erate
Recite	Def icit	Conuudrum
Em igrate	Parti tion	Jaunt
Im migrate	Bach elor	Chem ical
Mu tilate	Beef steak	Intagl io

LESSON XXXIV.

Di amond	Pen sion	An archy
Bor ough	Anon ymous	Con crete
Pa tient	Equa tor	Inconsis tent
Incu rable	Nos tril	Commis sion
En ergy	Antip athy	Suf frage
Convey ance	Prec edent	Va ry
Lyre	Co pious	I cy
In finite	Gos ling	Abyss
Neg ligent	Pal pitate	Nonpareil
Allay	Bil ious	Coun cil
Univer sity	Demur	Coun sel
Espou sal	Tar iff	Sin gular
Diagno sis	Tan gible	Enig ma
Pen ance	Reimburse	Percent age
Appease	Anal ogy	Cur rent
As sets	Transpar ent	Cur rant

LESSON XXXV.

Pres ents	Obe dient	Seize
Pres ence	Mis erable	Cel ebrate
Ly ing	Relig ion	Muf fle
Mam ma	Good-by	Doz en
Mis chief	Cis tern	Sew
Mis chievous	Tem poral	Cheat
Synon ymous	Imme diately	Nei ther
Luxu riant	Respect fully	Caboose
Pronuncia tion	Respect ively	Immense
Cour teous	Respect ably	Stile
Drug gist	Defi cient	Style
Invet erate	Tab erna cle	Satisfac torily
Pas senger	Pur chase	Ve hement
Benzine	Grotesque	Peru sal
Di alogue	Pre cious	Theoret ical
Helve	Indef inite	Straight

LESSON XXXVI.

Cap tain	Me dium	Certif icate
Rec tify	Cal ico	Unscrupulous
Confec tionery	Phar macy	Gest ure
Embroid er	Indepen dent	Duc at
Su icide	Through	Tes timony
Condu cive	Beseech	Paral ysis
Bal sam	Judi cious	Caprice
Col loquy	Approx imate	Rum mage
Pease	Stat ute	Interfere
Hap pily	Hila rious	Bal lad
Sac rament	Def erence	Pu rify
Bob bin	Fanat ic	Absurd
Celeb rity	Va riegated	Fleece
Gal lon	Refu sal	Disinher it
Dyspep sia	Re mit tance	Crema tion
Intim idate	Superintend ent	Sup plement

LESSON XXXVII.

Burlesque	Phase	Conven ient
Cus tomer	Ar chitect	Screech
Vault	Shriv el	Ag grandize
Sur cingle	Hos tile	Ce reals
Or chestra	Lin en	Flor id
Implic it	Prosa ic	Hy acinth
Pal ace	Com modore	Tar tar
Guest	Re gal	Dy ing
Tres tle	Ea sy	Pyr amid
Flip pant	Waive	Ac curacy
Mor al	Ed ifice	Salt rheum
Ba con	Descend ant	Exor bitant
Leop ard	Promis cuous	Min strel
Ni trogen	Inter pret	Hallelu jah
Zouave	Masquerade	Dandeli on
Invis ible	Buz zard	Gla zier

LESSON XXXVIII.

Sta tionary	Tem perance	Betroth
Sta tionery	Au dible	Coincide
Appen dix	Cir cumstance	Detec tiorate
Pan tomime	Por celain	Pi ous
Brand new	Blun der	Mag istrate
Post al	Tax idermy	Benef icent
Al abaster	Commo dious	Impeach
Deuce	Sub tle	Insurrec tion
Recur rence	Aggres sor	Dispense
Placard	Phenom enon	Pet ulant
Gal lows	Lev ity	Concus sion
Jean	Blos som	Persuade
Procras tinate	Violin	Espe cial
Indispen sable	Dec alogue	Grey hound
Mor tar	Iden tical	Pow wow
Del icate	Mat tress	Rite

LESSON XXXIX.

Per manent	Creden tial	Equiv alent
Delib erate	Alli ance	Crev ice
Mur mur	Fidel ity	Phrenol ogy
Bar rel	Confes sion	Applaud
Supersti tion	El egy	Wright
Relieve	Predom inate	Gut tural
Constitu tion	Horizon tal	Boy cott
Ter ritory	Rehearse	Sac rifice
Accom plice	Haugh ty	Whoa
Car riage	Capa cious	Severe
Dumb	Hom age	Chas tisment
Trien nial	Rar ity	Spe cialty
Com rade	Epidem ic	Flour ish
Liz ard	Post script	For feit
Demol ish	Blaspheme	Cent ral
Nour ish	Trapeze	Nox ious

LESSON XL.

Dissatisfac tion	Deli cious	Traf ficking
Crim inal	Peer	Cov etous
Sur face	Gnaw	Invalid
Allege	Fab ric	Ame nable
Las situde	Rout	Reg iment
Forebode	Route	For eign
Lat itude	Propel	Intermit tent
Com et	Mas sacre	Ascend
Pala tial	Bal last	Illus trious
Impu nity	Pappoose	Ped igree
Obnox ious	Contempt ible	Ver ify
Er rand	Reprieve	Sal ary
Ed ible	Suf focate	Jeop ardy
Trib une	Inim itable	Cer tain
Democ racy	Polonaise	Ster eoscope
Prec ipice	Inel igible	Disfran chise

LESSON XLI.

Prej udice	Frig id	Ma jor
Adja cent	Scaf fold	Tai lor
Precep tor	Altogeth er	Stand ard
E gotism	Prac ticable	Ad miral
Pit eous	Doc trine	En viable
Mes senger	Im pious	Breathe
Relapse	U niform	Salm on
An nals	Poi son	Human ity
Peel	Circum ference	Nav igate
Pic nic	Val id	Hogs head
An gular	Gnash	Wretch
Fru gal	Pierce	Pil lar
Bi as	Instanta neous	Elab orate
See nery	No tary	Mys tery
Lemonade	Par asol	Obit uary
Indus trious	Substan tial	Ineffi cient

SUPPLEMENTARY EXERCISES.

WORDS COMMONLY USED IN BUSINESS.

LESSON XLII.

Inventory	Resources	Business
Freight	Accrued	Warranty
Remittance	Commercial	Concede
Invoice	Acknowledgment	Respectfully
Judgment	Recommend	Valid
Telegram	Competition	Owing
Wholesale	Negotiable	Injunction
Account	Acceptance	Dividend
Occurrence	Insurance	Currency
Syndicate	Convenience	Bargain

LESSON XLIII.

Lease	Plaintiff	Remunerate
Teller	Creditor	Concession
Quotations	Allowance	Mortgage
Ledger	Confidence	Accommodation
Execution	Package	Commerce
Gauging	Shipped	Collector
Assignee	Consignee	Maturity
Tariff	Experience	Approximate
Preferred	Usury	Conveyance
Attachment	Certified	Envelope
Coupon	Expense	Monopoly
Payee	Immediate	Deficit
Classification	Appraisal	Balance
Manifest	Commodities	Indemnity
Liabilities	Receiver	Capital
Reference	Guarantee	Void

LESSON XLIV.

Interest	Lien	Stenographer
Calendar	Liquidate	Journal
Voucher	Proceeds	Soliciting
Statement	Ratify	Pecuniary
Compliments	License	Confidential
Bankrupt	Partnership	Premium
Promissory	Counterfeit	Barrel
Collateral	Abbreviate	Chattel
Weight	Infringement	Deposit
Affidavit	Embezzlement	Bushel
Damage	Protest	Tonnage
Deferred	Compensation	Average
Copyright	Indorsement	Baggage
Notary	Auditor	Schedule
Administrator	Discrepancy	Responsibility
Mucilage	Commission	Amanuensis

LESSON XLV.

Excellence	Chronicle	Commencement
Preference	Reciprocity	Promenade
Cemetery	Perseverance	Admittance
Catarrh	Equivalent	Comrade
Independent	Aqueduct	Monopoly
Specimen	Mucilage	Obstacle
Privilege	Recommend	Catechism
Apoplexy	Enthusiasm	Discipline
Paroxysm	Sacrilegious	Variety
Assets	Site	Negotiable
Opportunity	Separate	Twelfth
Hypocrisy	Tenant	Beginner
Precision	Prejudice	Pronunciation
Implement	Parachute	Ascertain
Vaccinate	Intellectual	Lucrative
Promissory	Dessert	Architect

LESSON XLVI.

Pursue	Asthma	Despair
Vehicle	Supersede	Ridiculous
Villain	Syringe	Mischievous
Accommodate	Delirium	Paralysis
Abolish	Annihilate	Exorbitant
Miscellaneous	Impossible	Ineligible
Victuals	Appetite	Gratuitous
Occurrence	Abstinence	Reminiscence
Disciple	Vicinity	Icicle
Prairie	Initiatory	Illegible
Diligent	Harass	Tyranny
Exhilarate	Amateur	Competent
Grandeur	Teetotaler	Prevalence
Reference	Parallel	Rendezvous
Cylinder	Absence	Exceed
Calendar	Fugitive	Exaggerate

LESSON XLVII.

Dissension	Exchequer	Accumulate
Seize	License	Despicable
Transferred	Charlatan	Iniquitous
Genuine	Acquiesce	Serviceable
Genealogy	Oscillate	Militia
Sacrilege	Obeisance	Utensil
Pierce	Souvenir	Ventilate
Simplicity	Perennial	Pneumatic
Diminutive	Disparage	Illiterate
Optician	Ragamuffin	Orthodox
Illicit	Affidavit	Neuralgia
Excrescence	Accrued	Testament
Stereotype	Eligible	Idolatry
Sophomore	Fictitious	Labyrinth
Convalescent	Gauge	Stimulus
Interrupt	Chaplain	Appearance

LESSON XLVIII.

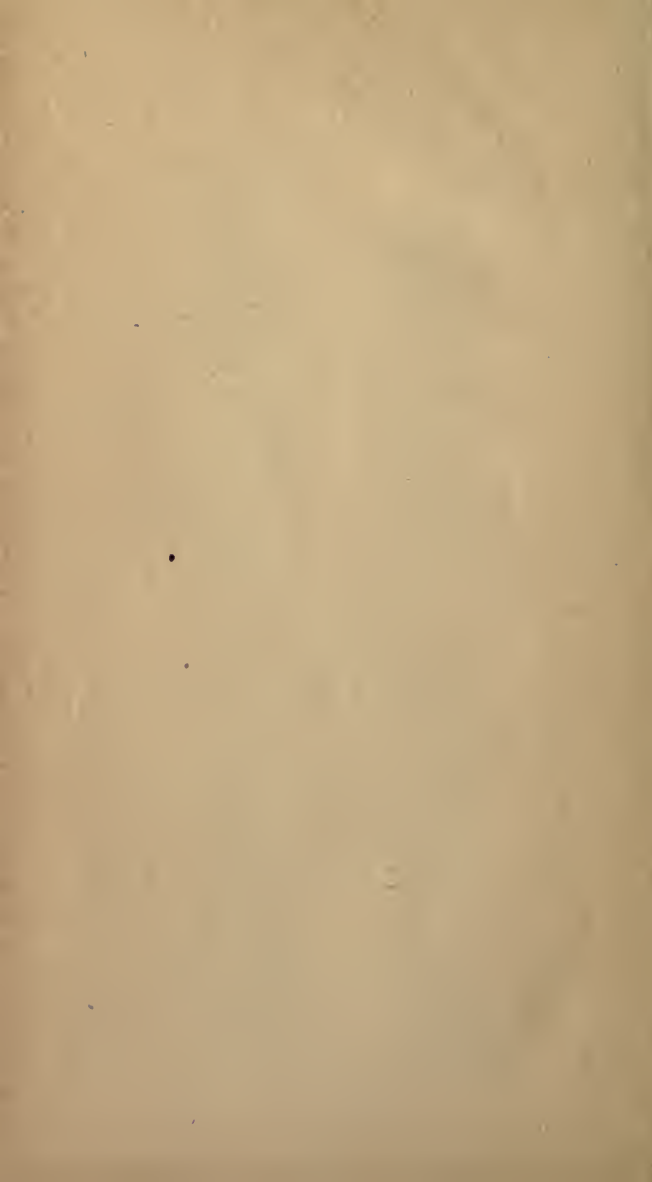
Consonant	Summary	Pestilence
Underrate	Statistics	Fend
Dissimilar	Bulletin	Ridiculous
Commemorate	Leisure	Mutilate
Providential	Pamphlet	Deficit
Naphtha	Signature	Bachelor
Sluice	Palsy	Fuchsia
Referred	Obsolete	Courteous
Humiliate	Capricious	Vehemence
Persistence	Dissolve	Variegated
Plausible	Ludicrous	Prosaic
Magnanimity	Alcohol	Accomplice
Banana	Meerschaum	Inimitable
Burglary	Jubilee	Indefatigable
Abridgment	Petroleum	Integrity
Positive	Chandelier	Preparation

LESSON XLIX.

Allegiance	Frolic	Fricassee
Toboggan	Nuisance	Subterranean
Caterpillar	Obstinate	Subpœna
Parliament	Liniment	Fac simile
Pleurisy	Erysipelas	Indelible
Criticise	Chargeable	Vicissitude
Irreparable	Miracle	Hemorrhage
Physique	Extravagant	Prodigal
Sustenance	Emanate	Heresy
Acute	Diphtheria	Lacerate
Baptize	Elixir	Infallible
Exquisite	Mutilate	Nonpareil
Capricious	Auxiliary	Unscrupulous
Protestant	Trespass	Studious
Pecuniary	Inaugurate	Religion
Bivouac	Incompetent	Necessary

LESSON L.

Cincinnati	Mediterranean	Suicide
Louisiana	St. Augustine	Surcingle
Illinois	Tennessee	Icy
Massachusetts	Nicaragua	Dyeing
Ann Arbor	Quito	Laboratory
February	San Jose	Pneumonia
Havana	Wednesday	Busy
Los Angeles	Yosemite	Surname
Boise City	Worcester	Owing
Mississippi	Assassin	Censure
Omaha	Describe	Bouquet
Chautauqua	Financial	Hypothesis
Missouri	Singeing	Accordion
Nevada	Mosquito	Mimicking
Santa Fe	Martyr	Lose
Dakota	Bicycle	Misspell



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